



USAID | AFGHANISTAN

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72030618R10023

ISSUANCE DATE: July 29, 2018
CLOSING DATE/TIME: August 12, 2018 (4:30 PM, Kabul Time)

SUBJECT: Solicitation for a **Cooperating Country National Personal Service Contractor (CCNPSC) – Project Management Assistant (Project Design) FSN-08 – (Multiple Vacancies)**

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment 1, Sections I through V** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to KblAIDHR@usaid.gov.

Sincerely,

Dustin Kohls
Executive Officer

I. GENERAL INFORMATION

- 1. SOLICITATION NO.: 72030618R10023 (Multiple Vacancies)**
- 2. ISSUANCE DATE: July 29, 2018**
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: August 12, 2018 no later than 4:30pm Kabul time.**
- 4. POSITION TITLE: Project Management Assistant (Project Design) FSN-08 – (Multiple Vacancies)**
- 5. MARKET VALUE: Equivalent to FSN-08 (Step 1 – 13)**
In accordance with **AIDAR Appendix J** and the Local Compensation Plan of US Embassy Afghanistan. Final compensation will be negotiated within the listed market value.
- 6. PERIOD OF PERFORMANCE:** The period of performance is one year, with the possibility of extension up to a total of five (5) years, subject to availability of funds, satisfactory job performance and need for continued service.
- 7. PLACE OF PERFORMANCE: Kabul, Afghanistan.**
- 8. SECURITY LEVEL REQUIRED:** As an employment precondition, the successful candidate is required to obtain U.S. Embassy Afghanistan RSO Security Clearance.
- 9. STATEMENT OF DUTIES**

1. General Statement of Purpose of the Contract

The Office of Program and Project Development (OPPD) is overall in charge of program operations and provides Mission-wide support for country strategy development and planning, project and activity design, monitoring and evaluation, donor coordination, resource management and development outreach. The Project Development Unit (PDU), where the position is located, works under OPPD. The PDU provides guidance and oversight on strategic planning, implementation of design policies and procedures, facilitates review and approval process, and conducts portfolio implementation reviews and performance/results monitoring.

As a member of the Project Development Team, the incumbent provides support to the team in the preparation of design documents- Project Design Plans, Project Appraisal Documents, Project Approval Memorandum and Activity Approval Memorandum--for new projects/activities as well as amendments to ongoing projects. The incumbent works in close coordination with senior project development staff in the PDU. The incumbent is expected to serve as a member of one or more Project or Activity Design Teams representing OPPD/Unit and other representatives of various Mission offices including technical offices, Office of Acquisition and Assistance (OAA), Office of Financial Management (OFM),

Regional Legal Office (RLO), and others as appropriate. In this capacity, the incumbent is expected to support the OPPD/PD Unit's efforts that ensure the design work is carried out in accordance with the Agency and Mission guidance.

2. Statement of Duties to be Performed

Program and Project Design Management Support:

The main duties of the incumbent will be:

- Backstops one or more technical offices and remains in continuous contact and consultation with the assigned office(s); assumes responsibility for coordinating the OPPD response on all documentation and actions on which the input, advice and clearance of the Office is sought. Keeps abreast of all developments in the assigned office and ensures that the OPPD leadership is informed of all significant developments.
- Tracks and reports progress on a continuing basis and alerts OPPD leadership of challenges being faced and seek support and guidance for their timely resolution. In this role, the incumbent contributes to the formulation of a Mission wide design schedule and assists in keeping the tracking system current.
- Assumes drafting responsibility for one or more analyses/aspects of activity design, in collaboration with the Technical Offices Point of Contacts. In this capacity the incumbent ensures the review and inputs of OPPD's multiple sections/expertise such as the Budget; Monitoring, Evaluation and Learning, Environment; Gender; and, others are incorporated into each design. The incumbent works in collaboration with the technical officer and with other members of the Project/Activity Design Committee, to ensure that USAID's analytical design requirements, guidance and standards- financial, legal, acquisition and assistance as well as others- are fully met and fully complied with.
- As a member of the OPPD team, participates in Portfolio Reviews; Strategy Development; Monitoring, Evaluation and Learning; budgetary matters; coordination with Government of Afghanistan (GoA); and, other Donors. The incumbent may be tasked to represent USAID/Afghanistan in both internal and external meetings with USAID staff, implementing partners, contractors, grantees, NGOs, others; and, provide logistical and administrative support for short-term consultants, including providing assistance during the consultancies.

The contractor is eligible for temporary duty (TDY) travel to the U.S., or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

3. Supervisory Relationship

The incumbent is directly supervised by the Project Design Team Lead and/or his/her designee as appropriate. The incumbent works closely and consult with the Senior Program Development Officers (PDOs) and the Project Development Specialist and keep the OPPD management

advised of the status and progress on assigned tasks. Completed work will be reviewed for soundness of research, derivative conclusions and appropriateness of recommendations.

4. Supervisory Controls

None.

10. AREA OF CONSIDERATION:

Cooperating Country Nationals (CCN), meaning an individual who is a cooperating country citizen or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country.

According to ADS 309.3.1.4 d “USAID policy is that a CCNPSC is preferred over a TCNPSC in order to integrate the foreign assistance effort into the community, enhance the skills of the cooperating country’s population, and contribute to the local economy.”

11. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

12. POINT OF CONTACT:

Any questions about this solicitation may be directed to: KblAIDHR@usaid.gov. Applications submitted to this email address will not be considered.

Note: No in-person appointments or telephone calls will be entertained, unless you are required to have more information about this solicitation.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- a. **Education:** At least two (2) years of College/University studies in: sociology, economics, psychology, organizational studies, development studies, sociology and political science is required. (Education requirement must be met at the time of application for the subject position).
- b. **Work Experience:** A minimum of three (3) years of progressively responsible work experience with an Afghan Government institution or international (bi- lateral or multi-lateral) development entity involving project, programming, development, implementation, monitoring, evaluation and learning is required. (Work experience requirement must be met at the time of application for the subject position).
- c. **Language:** Level IV (fluent) speaking/reading English and Level IV (Fluent) speaking/reading of Dari and Pashtu required. (English language ability will be tested).
- d. **Knowledge:** The incumbent must have a strong knowledge of principles of project development, logical framework, analytical requirements, implementation including monitoring, evaluation and learning as well as financial planning. A working knowledge

of at least one development area such as agriculture and food security, democracy human rights and governance, economic growth and trade, education, health, etc., the concepts, principles, techniques, and practices is a requirement. A good knowledge of Afghanistan's economic, political, social and cultural characteristics, development prospects, potential, priorities, and resources with a knowledge of, or potential to acquire understanding of programming, project design and implementation policies, procedures and documentation pertaining to development assistance is needed.

- e. **Skills and Abilities:** The incumbent must have the ability to establish rapport and maintain contacts with officials in technical and support offices within USAID, mid-level officials in GoA, NGOs and the private sector. The ability to explain USAID project design guidance, its policies, practices, analytical and documentation requirements to officials within USAID and its stakeholders outside is important. The ability to perform any of the mandatory analysis and formulate non-technical aspects/sectors of a design document; the skill to organize and present aspects of a project design into appropriate written and/or oral formats is needed. The incumbent must have proficiency in using MS Office Suite (e.g. MS Word, Excel, and PowerPoint). The incumbent must be able to plan and carry out assignments with a high degree of independence and accuracy.

III. EVALUATION AND SELECTION FACTORS

Below factors will be used for screening candidates to be considered for English Proficiency and written examination.

- | | |
|------------------------|-------------------|
| • Work Experience | 20 points |
| • Knowledge | 40 points |
| • Skills and Abilities | 40 points |
| Maximum Points: | 100 points |

After an initial application screening, the best qualified applicants will be invited for a written examination, English Proficiency Test and to an oral interview.

IV. PRESENTING AN OFFER

13. Applicants are requested to submit a complete application package which must include all required documents (provided below) to AFPAKjobs@usaid.gov with a Subject line or offer submission: **Project Management Assistant (Project Design) FSN-08 (SOL#: 72030618R10023).**

REQUIRED DOCUMENTS:

- a. Cover memo/email text that outlines how your qualifications and experience meet the selection criteria.
- b. Updated and signed version of Application for Employment as a Locally Employed Staff (DS-174)
https://af.usembassy.gov/wp-content/uploads/sites/268/Form_DS-174.doc (A copy of the DS-174 form can also be downloaded from ACBAR.org under this link)

- <http://www.acbar.org/applicationform>. Applicants who are accessing this solicitation through jobs.af can download directly from the website) AND
- c. A current resume or a curriculum vitae

IN ORDER TO HAVE YOUR APPLICATION CONSIDERED, YOU MUST SUBMIT ALL THREE REQUIRED DOCUMENTS. IF YOU OMIT ANY OF THE REQUIRED DOCUMENTS, COVER PAGE, CV OR UPDATED/SIGNED DS-174 FORM, YOUR APPLICATION WILL NOT BE CONSIDERED.

Note:

- Ø Only short-listed candidates will be notified.
- Ø This vacancy is open only to Afghan Nationals.
- Ø Applications with unsigned/old DS-174 form will not be considered.
- Ø Applications with insufficient, incomplete and inconsistent information to make a determination will not be considered.
- Ø No in-person appointments or telephone calls will be entertained.
- Ø Applications submitted as .RAR file will not be accepted by the system
- Ø Candidates who are applying for this position must fully meet the education requirement (graduated and degree and/or diploma already received) as specified. At the time of applications, candidates must also meet in full the experience requirement. There is no exception for these requirements.
- Ø Short-listed candidates will be requested to provide educational documents such as degrees, diplomas, certificates and other pertinent documents as needed. Failure to provide the required documentation will result to the disqualification of their application from further consideration.
- Ø The Agency retains the full right to cancel or amend the solicitation and associated actions.
- Ø Offers must be received by the closing date and time specified in **Section I, item 3**.
- Ø To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission.

V. LIST OF REQUIRED FORMS FOR PSC HIRES

Once the Contracting Officer (CO) informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions about how to complete and submit the following forms.

1. Pre-employment Medical History and Examination Form
2. U.S. Embassy Kabul Security Certification Request
3. Appointment Affidavits Standard Form 61

VI. BENEFITS/ALLOWANCES

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

BENEFITS and ALLOWANCES:

- a. **25% Unique Conditions of Work Allowance (UCWA)**
- b. **Transport Shuttle Service to Female Staff Only**
- c. **Premium Pay**
- d. **Leave Benefits**
- e. **Medical Benefits**
- f. **Death and Disability Benefits**
- g. **Retirement and other end of service benefits**
- h. **Travel and TDY Benefits**

VII. TAXES

Local Employee Staff (CCN) is responsible for paying local income taxes. The U.S Mission does not withhold year end local income tax payments.

VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing CCNPSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, “Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad,” including **contract clause “General Provisions,”** available at: https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf .
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms> .
3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (**AAPDs/CIBs**) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>.
4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch,**” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635**. See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations>.

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.